Instruction Manual for WCFA TEQMET Training Database

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Instruction Manual for WCFA TEQMET Training Database

WCFA TEQMET Database
Application for Members Employers and Trainers
Home
March 3, 2008
Login Name:
Password:
Login
To Register or to Reset Passwords, e-mail:
Application Administrator
TEQMETDB:
Training, Experience, Qualifications for Members, Employers, and Trainers Database
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For assistance contact the Application Administrator

The Training, Experience, Qualifications for Members, Employers and Trainers is a way to manage the training records for your employees, print out cards, schedule and sign-up for classes.

Individuals must enter themselves into the database to sign up for WCFA training classes.

Employees/Individuals

To log in, use your username and password.

If you have forgotten your password or username, use the **Forgot Your User Name or Password** link just below the log-in area.

Adding Yourself to the Database

If you or your employer has not entered you in the TEQMET database, create an account by choosing **Register New User**. Enter your name then choose **Next**. To prevent duplicate entries a check will be done to assure that you are not already entered in the database. A list will come up of the closest matches to users that are already entered. If one of these is you, choose **Select User**. If none match, choose **None Of These Match**. A second list will come up with more options. If none of these match, then choose **None of These Match** and enter your personnel information, contact numbers and load your picture. Note: Pictures are best if they are cropped to a square before loading from your computer and should be in a .jpg format. . **Please do not enter yourself into the database if you have already been entered as it creates problems with duplicate accounts!**

If you do not have a unique identification number for yourself you will need to make up one as a unique number needs to be entered. If you enter a number and get a message that "ID number must be unique" the number you entered has already been used and you need to try a different one. Once new information has been added, choose Update Personal Information to save it.

The access you will have once you log-in will be based on your permissions as an employee, employer or instructor. Everyone in the system will have at least the access as an employee.

Once logged in you will have access to view the Personal Info, User Forms and Training Calendar.

The Personal Info link will take you to the Main link to allow you to enter your personnel information, contact numbers and load your picture. Across the top are other links to view your completed training, qualifications, experience, fitness tests and employer associations.

Once new information has been added to your personal information, choose Update Personal Information to save it.

The System Information section will show your member level as employee. It will also allow you to change your password. To change your password, enter it twice then choose **Change Password.**

Employer Association
An employer must associate you (add you as an employee) with their company in order for them to enter training records, qualifications, experience and fitness test information. Once the records have been entered, you can view the information when you are logged in. WCFA classes are entered automatically beginning with 2008 training.

Signing Up for Classes
The training calendar will display classes that are available. Click on the class for more information. Once that is done, you can click on the button to sign up for the class. Your name will then appear on the roster as Pending. It will change to Enrolled once the training coordinator accepts you into the class.

Payment for the class can be made using the Payment Page link. It can be found in the information about the class or at our web site at www.wcfafirefighters.org. WCFA members must be logged in to use the Members Payment Page for discounted rates.

The User Forms link is not used for the employee level. The employer will use that link to print out the forms for records inspections.

Employers

As an employer you will be able to access everything an employee can plus additional items for management of your employees and company.

When you log in, in addition to the links an employee will see, you will also be able to view the Card Management, Employer Admin and User Admin links.

The e-mail address(es) you enter for yourself will be used for the e-mailings to our members once you have filled in an e-mail address and listed yourself as an owner of your company.

Adding Company/Company Info
The Employer Admin link will allow you to create a company and enter information for it. To create a new company choose Add A New Company and enter the appropriate

information. When complete click on Add New Company to finish. Once the company is created, choose the company from the Current Companies list and choose the owner(s) from the employee list. You can then choose one of the owners as the primary contact person. Note: All owners with valid e-mail addresses will receive our member e-mailings.

Adding Employees to your Company

To add an employee that is in the database to your company, click on **Add Employees** under the Employer Admin section. Search for the employee in the database by searching for their first name, last name or username if known. DO NOT SEARCH FOR BOTH THE FIRST AND LAST NAME. If the employee is found, click on **Add User as Employee**.

When an employee is added to your company, both the employee and any current member employers will receive an e-mail stating that the person has been added to your company as an employee .

Adding Employees to the Database

If the employee is not found in the TEQMET database, create an account for them by choosing **Add User**. Enter their name then choose **Next**. To prevent duplicate entries a check will be done to assure that the employee is not already entered in the database. A list will come up of the closest matches to individuals that are already entered. If one of these is the employee, choose **Select User**. If none match, choose **None Of These Match**. A second list will come up with more options. If one matches, choose it. If none of these match, then choose **None of These Match** and enter the employee's personnel information, contact numbers and load their picture.

Note: Pictures are best if they are cropped to a square before loading from your computer and should be in a .jpg format.

If you do not have a unique identification number (Old EATIS number or ODF number) for the employee you will need to make up one as a unique number needs to be entered. If you enter a number and get a message that "ID number must be unique" the number you entered has already been used and you need to try a different one. Once new information has been added, choose Update Personal Information to save it. Once the person has been entered into the database, you will need to add them as an employee using the **Add Employees** link under Employer Admin. Search for that employee and add them to your company.

Return to **Employer Admin** and that employee will then be listed as an employee with your company. Other WCFA member companies who have that person as an employee will also be listed and will receive an e-mail that you have added that person as an employee.

Add the employee's hire date by using the **Edit** button by their name. You can now click on the employee's name to access their personal information, training, qualification, experience and fitness records. They can also be accessed with the User Admin link.

Signing up Employees for Classes

You can sign up employees for classes from the WCFA web site or from the TEQMET database. Choose the Training Calendar link in the database or the Training/Events calendar on the web site. Find the class you want and follow the links to sign up for the class. If you are not logged in to the database, you will need to log in when you see the log-in page for TEQMET. You will then be taken to the sign-up page for the class.

At the bottom of the page choose Add Members to Class and choose your employees. Payment will be marked as being paid by your company unless you change it to self, meaning the employee will be paying for their own training. Note: The member rate for classes is only available if the WCFA member company is marked as paying for the class. That company is then responsible for payment.

Click on Add Student to Roster and then add additional students as needed. Your company's students will be listed at the bottom of the roster. By adding a student to the roster you are agreeing to all WCFA rules and policies for training classes.

Adding Records for an Employee

Open the records for an employee by clicking on their name in your employee list or search for them under **User Admin**.

You can then view the various records for that employee.

Training Records

These are the training classes that have been entered for this individual. WCFA classes beginning in 2008 are automatically entered and are not editable. Other classes may be added by clicking **Add/Edit User Training Records.**

New training can be added using the New Record section near the bottom of the page. Enter the course code from the drop-down list, the date the class was completed, a class description if desired and the instructor name from the drop-down list. If the instructor is not on the list, use the instructor override field to enter their name and the Instructor Override Description field to note what organization the instructor is with such as NWSA Instructor. Course hours and host of class can also be entered. When information is entered, click on **Add Record** to save the training information.

Editable records can be modified by making the changes for the class then clicking **Save Update** to save the changes. Only make changes to one record at a time then save the update before making changes to another record.

When done adding training records, click on **Return to Main User Page** to return to the employees main page.

Qualifications
This section if for the qualifications an employee has that will be available to list on the ID card when it is created. Use the Add/Edit User Qualifications Records button to add or edidt the qualifications. Enter the certifier of the position from the list or add them in the certifier override field and their position (ENGB, Owner, etc.), the qualification, any comments desired, certified date and expiration date (if applicable). When complete choose **Add Record** to save the information.

Records may be edited if needed. Make changes to only one qualification and click **Save Update** before making changes to a second record.

Incident Experience
The **Add/Edit User Experience Records** button can be used to add or edit fire experience records. Use the new record section near the bottom to add experience records. Enter the incident number and/or name, the location and/or agency of the fire, fire size, the position that was held at the fire, experience type such as JOB for fully qualified or TRN for trainee, total number of shifts worked, number of hot line shifts worked, management level, fuel type, risk (wildfire), resource (Type 6 Eng, etc), quality (IA, mopup, etc.) and date assigned. The evaluation field can also be used.

All the fields do not need to be filled, but the experience form that is submitted for records review asks for Position, Position Type, Incident Kind, Incident #/Name, Location/Agency, Total Shifts and Date Assigned. When information is entered, click **Add Record** to save.

Use the **Add New Records for Multiply Employees** button to enter information for more than one employee at a time. Enter the fire information, choose which employees were on that fire, then adjust individual records as needed for each employee. Click **Add Record** to save records for all employees.

Records can be edited from the experience record as needed. Edit only one record at a time then choose **Save Update** to save the changes.

Task Books
The Add/Edit User Taskbook Records to enter or edit information on task books that have been completed. This information is needed for the Employee Training Verification form that is submitted for records review. Enter the issue date, task book position, description, issuer from the drop-down list or add them in the issuer override field, certifier from the dropdown list or add them in the certifier override field, certifier location and phone number, initiated and certified dates.

Records can be edited from the task book record as needed. Edit only one record at a time then choose **Save Update** to save the changes.

Fitness Records
Records for the Work Capacity Fitness Test can be entered using the **Add/Edit Fitness Records** button. Enter the fitness level (Ardous, walk, light, etc.), test administrator from the dropdown list or add them in the administrator override field, administrator position (owner, etc.), time to complete test, test date and location and any comments you wish to add. The time and date are required here in order to show on the cover sheet for the training and experience records that are submitted for records review.

Records can be edited from the fitness records as needed. Edit only one record at a time then choose **Save Update** to save the changes.

Submitting Records for Record Review

User Forms
The User Forms button will allow you to print out a packet of the cover sheet, Individual Employee Training Verification Form and Incident Assignment History Record. You will need to also add any certificates and Work Capacity Fitness Test records as needed.

To print out the packet for an employee, click on **User Forms** then click on the picture of that employee. Fill out the information including inspector information, choose the qualification(s) you are having reviewed, and be sure the boxes are checked for the pages of the packet you want printed. If you are submitting cards electronically, be sure the box is checked for Cards Submitted Electronically in the WCFA database. Then click on **View Form** to see and print the packet. The packet and other documentation can then be submitted to the USFS for review. Be sure to create cards if you are submitting them electronically.

If no View Form or Cards Submitted Electronically buttons are visible, check the bottom of the page for messages regarding missing information.

Card Management
Use the Card Management link to print ID cards for yourself and your employees. After choosing **Card Management**, click on **Create New Cards To Submit** at the top of the page. Choose the employees you want to create cards for and the options for each employee's card including equipment or hand crew, the color of the colored dot and up to two qualifications for the front and back of the card. Note: These qualifications must have previously been entered in the Qualification section under the User Admin. The training must also have been entered as well as the Work Capacity Fitness Test information.

At this time, the government is not issuing ID numbers for employees so disregard the box to Request an ID Number.

When the information has been entered for the employee, click Create Cards at the bottom of the page.

When the card is created it will show up under the Unverified Cards section and is ready to be signed off when the records for that employee are inspected. Once the card has been signed by government (or records inspection contractor) it will show up under the Verified Cards section. You will still need to create the packet for records inspections. See below under User Forms.

You can view and print both verified and unverified cards by selecting Mark for Print/Viewing. Then choose Print/View Selected Cards

The employer's signature will automatically show on the card if you have entered a signature as instructed in the Employer Admin section. If not, the cards can be signed manually by the employer.

It is recommended to print out a set of sample cards on regular paper to ensure that the cards will align properly with the card stock. Cards were designed for standard 2" x 3 1/2" business card stock, 8 cards per page such as Avery 8371. When printing, print out a sheet of cards, place that same sheet back in the printer to print the opposite side, then print on the back of the sheet. This will provide two cards for each employee, printed on the front and back.

Administrators

With the rights as an administrator, several other options are available to access. The administrator can access all users through the User Admin button. All companies' cards can be viewed that are either verified or unverified. The administrator cannot access the User Forms for a company.

Reports
The report section has several reports that are useful as listed below:

Member select
Report on a given user
Employer select
Report on a given employer
Employer Totals
Total number of resources by type owned by our member companies
Audit History
View changes made in database

Site Admin
Under Site Admin there are several options the administrator can control. The site name which is at the top of the web site can be changed. The site title that shows up on the web

page tab can be changed. The tag line just below the site name can be changed and the picture at the top of the web site can also be changed here.

Merge users
This will combine two accounts into one. This is generally used if two user accounts have been opened for the same person. Enter the user name for the account that will be merged into the second account, then enter the username for the account that the records from the first will be merged into. THIS WILL ELIMINATE THE FIRST ACCOUNT AND CANNOT BE REVERSED. Personnel information for the employee will not be merged and will need to be reentered.

Manage Qualifications
This will allow the administrator to customize the list of available Qualifications in the database. Qualifications can be added, removed and reordered.

Reset All Members to Unpaid
This option allows the administrator to mark all the members' dues as unpaid at the beginning of the new year. They can then be marked individually as paid under the company information as they make payment.

Manually Clear E-Mail Lock
Probably not needed any more. If the mass e-mail does not go out, this button can reset it.